

**Thank You for signing up to assist with the Plymouth High School
JV/ Varsity Football Team Meal.**

Home Games: Meal time is 4:00pm

Away Games: Meal time is 3:15-3:30pm

Team Meal Coordinator:

- Sets up team meals with local restaurants/caterer managers based on number of players, coaches and trainers. Negotiates a discount or sponsorship in exchange for weekly team meals.
- Meals are ordered on Mondays.
- Will arrange for meal pick up time to be 30 minutes before meal time.
- Team Meal Coordinator will send out an email, one to JV and one to Varsity, volunteers (sign up genius) on Tuesday of that week with their obligations for volunteering. Will include the names of the volunteers and their phone numbers in case of any problems or delays.

Team Meal Pick Up JV/Varsity:

- **Team Meal Pick up times are coordinated by the Team Meal Coordinator, with the restaurant/catering manager. Usually 30 minutes before meal time. This gives the Meal Assistants a chance to set up the room to serve.**
- **Meals will be paid for ahead of time by the Plymouth Booster Club, or the treasurer will have the credit card to pay.**
- **Securely place the food in your car.**
- **Before you arrive at the school, call one of the meal assistant volunteers to let them know you are on the way and have the flat bed or cart ready to transport food inside upon your arrival.**

Team Meal Assistants - Arrival can change depending on game location

- Arrival Time - Home Games - JV and Varsity: 3:00pm
- Arrival Time - Away Games - JV and Varsity: 3:00pm

Park Near The Athletic Entrance

- Go to room 401 (room adjacent to the Main Cafeteria) make sure it is unlocked and doors opened. If it is not, please find Coach Soul (his office is 735) or a maintenance person to unlock it. Prop open the door.
- Go to **Coach Soul's classroom, 704**. When you enter, there is a supply closet to the left. Inside on the floor is a large grey plastic bin that is labeled Plymouth Team Meals. This contains the dishes, glasses, silverware, serving utensils and tablecloths for the meal. Extra items are on the shelf in the same room.
- **Set-up** - please set up the food table before the food is delivered. There will be 2 banquet tables in room 401 for the food. Please wipe down the banquet tables before setting up. Line with a plastic tablecloth.
- **Allie (trainer)** should have the water and Gatorade jug ready to go. If it has not been brought down to room 401, please go to the training room (across from the locker rooms) and retrieve it, set up with glasses.
- Go to the **maintenance room** and retrieve the flat bed/cart to unload the food and bring inside.
- When the Meal Pick up volunteer arrives with the food, text your assistants for one of them to bring outside the flatbed/cart to load the food on.
- Unload the food onto the banquet tables but leave all the covers on the hot items until the boys are ready to eat.
- The boys will learn the routine from their coach; they will come in and sit down (quietly) and the coach will call them up to eat accordingly.
- **MEALTIME: JV/Varsity Home Game = 3:30**
- **MEALTIME: JV/Varsity Away Game = 3:15 - 3:30pm**

Clean up

- The boys are responsible for throwing away their trash and cleaning up their general area.
- **Pack up** the team meal bin and return to Coach Soul's closet room 704.
- Please **restock** the meal bin for the next meal. Any items we are running low on, text to Team Meal Coordinator.
- Any used utensils, will go in the container labeled **DIRTY UTENSILS**, leave on top of the grey bin for the Team Meal Coordinator to take home and wash after the Varsity Meal.
- All leftover food is to be covered and taken down to the refrigerator in the teacher's area at the end of the hall (past the locker rooms on the left)
- Wipe down all tables and seats with cleaner/wipes. Leave all cafeteria tables and the two banquet tables where they are.
- Tie up trash bag and remove from trash can for janitor, leave by door.

SEE MAP BELOW !!!

